

# King County Employee 2003 Exit Guide



If you leave King County employment there are things you need to know and do. This guide provides information and forms, and lists tasks to complete to help you through the process.

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For additional information:

- Visit [www.metrokc.gov/ohrm/benefits](http://www.metrokc.gov/ohrm/benefits)
- E-mail [kc.benefits@metrokc.gov](mailto:kc.benefits@metrokc.gov)
- Call 206-684-1556
- Attend an Exit Class (check the Web site, e-mail or call for details).

If you need TDD services and a TDD phone number is not listed, please dial 711 to access the TTY Relay Service.

Although we've made every effort to ensure this guide is accurate, provisions of the official plan documents and contracts govern in the case of any discrepancy. As explained in the Important Facts and plan booklets available at [www.metrokc.gov/ohrm/benefits](http://www.metrokc.gov/ohrm/benefits), the benefit program is subject to review and may be modified or terminated at any time for any reason. This guide does not create a contract of employment between King County and any employee.

**Call 206-684-1556 for alternate formats.**

## Section 1: Leaving Employment – How the Process Works

When you leave employment, you need to give written notice to your supervisor, payroll clerk/personnel representative and Benefits Operations. If your personnel unit does not have its own form, use the Termination Notice included as the last page of this guide. The notice lets your payroll clerk/personnel representative:

- Know what to do with your final paycheck
- Know where to mail your final W-2 form (use the notice to update your address if you're moving!)
- Enter your status change into the payroll system (the payroll system, in turn, reports your status change to the Washington State Department of Retirement Systems and T. Rowe Price, the deferred compensation plan administrator)
- Submit a retirement service award request form, if you're retiring, so you receive a commemorative plaque and personal letter from the King County Executive.

Your Termination Notice also lets Benefits Operations know where to send this guide (if you don't already have a copy) and Associated Administrators Inc. (King County's COBRA/retiree benefits administrator) where to send information about continuing your health benefits.

After the payroll system reports your change in status to the Department of Retirement Systems and T. Rowe Price you can contact DRS about what to do with your retirement contributions. T. Rowe Price will contact you about what to do with your deferred compensation funds (if you participate in the plan).

It can take up to several months after first giving notice to make final arrangements for health coverage, retirement system contributions and deferred compensation funds. To speed the process along, make sure your change in status is entered into the payroll system as quickly as possible!

- ✓ **Tasks**
- ☐ *Submit a Termination Notice to your supervisor at least two weeks before leaving. If your personnel unit does not have its own form for this purpose, use the Termination Notice included as the last page of this guide. Provide copies of the notice to your supervisor, payroll clerk/personnel representative and Benefits Operations.*
  - ☐ *Check with your payroll clerk/personnel representative after giving notice to make sure your status change has been entered into the payroll system and, if you're retiring, a retirement service award request form has been submitted.*
  - ☐ *If you're a represented employee, check with your union to see if there are any union-related tasks to complete.*

## Section 2: Bus Pass/ID/Keycard and Other County Property

Return your employee bus pass/ID/keycard and other county property in person or by certified mail to your supervisor by your last day of employment. If you retire from the Metro Transit Division of the Department of Transportation, you may be eligible for a retiree bus pass through your union agreement.

- ✓ **Tasks** ☐ *Return your employee bus pass/ID/keycard, keys and other county property (keys, cell phones, special equipment, etc.) to your supervisor by your last day of employment.*
- ☐ *If you retire and are eligible for a retiree bus pass, you'll need copies of your last Department of Retirement Systems statement and the DRS letter confirming receipt of your application to retire (Section 9) to get the pass. For details, contact Metro Transit Human Resources in the King Street Center at 206-684-1179.*

## Section 3: Final Paycheck and W-2 Form

Your final paycheck is issued two weeks to a month after you leave work, depending on when your last paid day of employment falls in the payroll cycle. You specify how you want to receive your final paycheck on your Termination Notice. Your final W-2 form is mailed to you at the end of January the year after you leave.

If you've been with King County for at least six months, your final paycheck includes pay for unused vacation leave.

If you leave but don't retire, you lose sick leave accruals. However, sick leave accruals are restored if you return within two years and were in good standing when you left. If you retire, your final paycheck includes pay for unused sick leave — generally \$.35 on the dollar, though rates may vary under different union agreements.

- ✓ **Tasks** ☐ *If you have payroll deductions for savings, loans or flexible spending accounts taken from your paycheck, contact the recipients to make other payment provisions 30 days before leaving.*

<i>King County Credit Union</i>	<i>www.kccu.com</i>	<i>206-382-1888</i>
<i>MetroPacific Credit Union</i>	<i>www.mpccu.com</i>	<i>206-623-6580</i>
<i>Associated Administrators Inc.</i>	<i>flex@aai-tpa.com</i>	<i>1-800-334-4340 (1-800-428-4833 TTD)</i>
- ☐ *If you retire and are a Transit employee, provide a copy of your last DRS statement and a copy of the DRS letter confirming receipt of your application to retire (Section 9) to your payroll clerk/personnel representative as soon as possible. The statement and letter are required to cash out unused sick leave.*
- ☐ *Your Termination Notice lets you specify how to handle your final paycheck and where to mail your W-2 form and COBRA/retiree benefits information. If you move after submitting the Termination Notice, be sure to provide your payroll/personnel representative with an updated mailing address.*

## Section 4: COBRA

### ► Eligibility

If you have county health coverage on your last day of employment, coverage continues through the last day of the month you leave. When county-paid coverage ends, you and your covered family members may self-pay to continue coverage under COBRA, provided your employment ends for reasons other than gross misconduct.

Generally, you may continue health coverage under COBRA for up to 18 months. However, if you leave employment due to a disability (as determined by Social Security), you may be eligible to continue coverage for up to 29 months.

When Benefits Operations receives your Termination Notice, the information is transmitted to Associated Administrators Inc. (King County's third party COBRA administrator) and AAI contacts you regarding your COBRA options. You have 60 days after coverage ends to make COBRA elections or, if later, 60 days from the date of the AAI letter notifying you of your options. If you choose to continue health coverage, there is no lapse in coverage — self-paid benefits must begin when county-paid benefits end, even if retroactive processing and payments are required.

### ► Plan options

If you elect COBRA, you may continue the same health coverage you had on your last day of employment or drop some coverage (with certain restrictions), but you may not add new coverage.

If you're a regular employee or a part-time Local 587 employee in Plan 2 (and had the coverage on your last day), you may pay to continue:

- Medical, dental and vision
- Medical only
- Dental and vision (only if you were opted out of medical on your last day of employment)

If you're a part-time Local 587 employee in Plan 1 or 3 (and had the coverage on your last day), you may pay to continue:

- Medical, dental and vision
- Medical and dental
- Medical and vision
- Medical only
- Vision only

If you're a deputy sheriff (and had the coverage on your last day), you may pay to continue:

- Medical/vision and dental
- Medical/vision only
- Dental only

When you elect to continue medical coverage under COBRA, you may not change plans until the next open enrollment, with one exception. You may change medical plans between open enrollments if you relocate out of your current plan's coverage area, provide proof of your new permanent address, enroll in another King County plan that provides coverage in your new location and notify AAI.

If you elect COBRA between the King County open enrollment period and following January, AAI provides you open enrollment information and the opportunity to change medical plans effective January 1.

## ► Family coverage options

You may continue covering the same family members who were covered on the last day of your employment or you may drop any of them from coverage at any time. You may add new family members for coverage if you have a qualifying event and contact AAI within 60 days of the event:

- Marriage or establishment of a domestic partnership
- Significant change in your spouse/domestic partner's coverage through his/her employment
- Birth or placement for adoption of a child
- Placement of a foster child
- Qualified Medical Child Support Order.

Family members covered on your last day of employment have their own COBRA rights if they lose coverage through you. However, family members added after you elect COBRA coverage do not have separate COBRA rights, except for newborns and newly adopted children (see your Important Facts booklet).

## ► When coverage ends

COBRA coverage ends the:

- Last day of the month you or your family member fails to make the required payments within 30 days of the due date, becomes entitled to Medicare benefits after electing COBRA, reaches the end of your maximum COBRA coverage period or is no longer disabled as determined by Social Security and have exhausted 18 months of COBRA coverage
- Day the plan terminates, you die or you first become covered under another group health plan after the date of your COBRA election (unless the plan limits or excludes coverage for a preexisting condition of the individual continuing coverage).

When you are no longer covered under COBRA, you may convert your King County group medical plans to individual plans by contacting your carriers (coverage and costs of converted medical plans may differ from group plans; conversion is not available for dental and vision) or purchase other individual coverage.

- ✓ **Tasks**   ☐ *AAI contacts you regarding COBRA options within 30 days of when you leave, but feel free to contact them for details at [cobra@aai-tpa.com](mailto:cobra@aai-tpa.com) or 1-800-320-2915 (1-800-428-4833 TDD).*
- ☐ *If you lose COBRA coverage, contact your plan carrier to convert from your group medical plan to an individual plan or contact Statewide Health Insurance Benefits Advisors (SHIBA) for assistance finding other individual coverage.*

<i>KingCare (Aetna)</i>	<i><a href="http://www.kingcare.com">www.kingcare.com</a></i>	<i>1-800-654-3250</i>
<i>Group Health</i>	<i><a href="http://www.ghc.org">www.ghc.org</a></i>	<i>1-888-901-4636</i>
<i>Regence BlueShield</i>	<i><a href="http://www.regence.com">www.regence.com</a></i>	<i>1-888-344-8234</i>
<i>PacifiCare</i>	<i><a href="http://www.pacificare.com">www.pacificare.com</a></i>	<i>1-800-932-3004</i>
<i>SHIBA</i>	<i><a href="http://www.shiba.org">www.shiba.org</a></i>	<i>1-800-397-4422</i>

## Section 5: Retiree Benefits

### ► Eligibility

You qualify for retiree benefits if you:

- Have county health benefits on your last day of employment
- Have worked for King County for at least five consecutive years before you retire
- Formally retire (service or disability)
- Are not eligible for Medicare and
- Are not covered under another group plan.

If you have county health coverage on your last day of employment, coverage continues through the last day of the month you leave. When county-paid coverage ends, you and your covered family members may self-pay to continue coverage under retiree benefits if you meet all of the qualifications listed above.

Retiree benefits are an alternative to COBRA. If you elect retiree benefits you waive your COBRA rights. You need to consider these differences in choosing between retiree and COBRA benefits:

	Retiree Benefits	COBRA
<b>Health coverage available</b>	Medical and vision (regular and part-time Local 587 employees)  Medical/vision (deputy sheriffs)	Medical, dental and vision (regular and part-time Local 587 employees)  Medical/vision and dental (deputy sheriffs)
<b>Length of time coverage is available</b>	Until you become eligible for Medicare	18 months maximum (29 months if you leave employment due to a disability as determined by Social Security)
<b>Change medical plans between open enrollments</b>	No	Yes, if you move from your coverage area, provide proof of a new permanent address, enroll in another county plan with coverage in your new location and notify AAI

When Benefits Operations receives your Termination Notice, the information is transmitted to Associated Administrators Inc. (King County's third party COBRA administrator) and AAI contacts you regarding your retiree benefits options. You have 60 days after coverage ends to make retiree benefits elections or, if later, 60 days from the date of the AAI letter notifying you of your options. If you choose to continue health coverage, there is no lapse in coverage — self-paid benefits must begin when county-paid benefits end, even if retroactive processing and payments are required.

### ► Plan options

If you're a regular or part-time Local 587 employee and elect retiree benefits, you may pay to continue the same health benefits you have on your last day of employment except for dental; dental is not available under retiree benefits. You may drop some coverage (with certain restrictions), but you may not add new coverage. You may continue:

- Medical and vision
- Medical only

If you're a deputy sheriff in LEOFF 1, the medical/vision coverage you had on your last day of employment continues, paid by King County. You may pay to continue medical/vision coverage for any dependents who were covered on your last day. Dental coverage is not available.

If you're a deputy sheriff in LEOFF 2, you may pay to continue the medical/vision coverage you had on your last day of employment except for dental; dental is not available under retiree benefits.

If you elect retiree benefits between the King County open enrollment period and following January, AAI provides you open enrollment information and the opportunity to change medical plans effective January 1.

## ► Family coverage options

You may continue covering the same family members who were covered on the last day of your employment or you may drop any of them from coverage at any time. You may add new family members for coverage if you have a qualifying event and contact AAI within 60 days of the event. For example:

- Marriage or establishment of a domestic partnership
- Significant change in your spouse/domestic partner's coverage through his/her employment
- Birth or placement for adoption of a child
- Placement of a foster child
- Qualified Medical Child Support Order.

Family members covered on your last day of employment have COBRA rights if they lose coverage through you. However, family members added after you elect retiree benefits coverage do not have COBRA rights, except for newborns and newly adopted children. (If you elect retiree benefits for yourself and family and become eligible for Medicare, die, divorce or terminate a domestic partnership, or a dependent child loses "dependent child" status, family members who lose coverage due to the event may pay to continue their retiree benefits under COBRA for up to 36 months. See your Important Facts booklet.)

## ► When coverage ends

Retiree benefits end the:

- Last day of the month you fail to make the required payments within 30 days of the due date or become entitled to Medicare benefits after electing retiree benefits
- Day the plan terminates, you die or you first become covered under another group health plan after the date of your retiree benefits election (unless the plan limits or excludes coverage for a preexisting condition of the individual continuing coverage).

- ✓ **Tasks**
- ☐ *AAI contacts you regarding retiree benefit options within 30 days of when you leave, but feel free to contact them for details at [cobra@aai-tpa.com](mailto:cobra@aai-tpa.com) or 1-800-320-2915 (1-800-428-4833 TDD).*
  - ☐ *If you become eligible for Medicare benefits and need supplemental insurance, contact Statewide Health Insurance Benefits Advisors (SHIBA) for assistance at [www.shiba.org](http://www.shiba.org) or 1-800-397-4422.*

## Section 6: Self-Pay Rates

Monthly rates for COBRA and retiree benefits are based on what King County pays to provide the same coverage to active employees, and are subject to periodic adjustment. To figure your monthly cost, refer to the tables below. Add across the table for each

The rate for dependent child(ren) applies to one child or several, as long as you or your spouse also elect coverage for yourself. If you or your spouse does not elect coverage for yourself, the first child pays the same rate as you and the dependent child(ren) rate applies to all additional children. Each non-dependent child pays the same rate as you.

### ► Monthly cost for regular and part-time Local 587 employees

Health Plan		You	Spouse/ Domestic Partner	Dependent Child(ren)
KingCare (Aetna) Basic	► 2002	\$ 272.83	\$ 272.83	\$ 218.26
	2003	\$ 280.82	\$ 280.82	\$ 224.64
KingCare (Aetna) Preferred	► 2002	\$ 320.97	\$ 320.97	\$ 256.77
	2003	\$ 335.78	\$ 335.78	\$ 268.62
VM/GH Alliant	► 2002	\$ 292.18	\$ 292.19	\$ 233.76
Group Health*	► 2003	\$ 265.83	\$ 302.09	\$ 277.59
Washington Dental Service <i>Available under COBRA only</i>	► 2002	\$ 55.48	\$ 55.48	\$ 44.38
	2003	\$ 59.17	\$ 59.17	\$ 47.34
Vision Service Plan	► 2002	\$ 8.78	\$ 8.78	\$ 7.03
	2003	\$ 9.19	\$ 9.19	\$ 7.34

\* For Group Health the figures shown are for regular and part time Local 587 Plan 2 participants. Due to different utilization and experience ratings, Group Health charges different rates for part-time Local 587 Plan 1/3 participants. In 2003 the Group Health rates for Plan 1/3 participants are: \$293.24 (You), \$293.29 (Spouse/ Domestic Partner) and \$234.59 (Dependent Children).

### ► Monthly cost for deputy sheriffs

Health Plan		You	Spouse/ Domestic Partner	Dependent Child(ren)
Regence BlueShield	► 2002	\$ 240.07	\$ 240.07	\$ 209.00
	2003	\$ 273.97	\$ 273.97	\$ 238.49
PacifiCare	► 2002	\$ 329.74	\$ 263.79	\$ 214.31
	2003	\$ 330.05	\$ 264.06	\$ 214.53
Group Health	► 2002	\$ 218.17	\$ 247.93	\$ 227.82
	2003	\$ 243.93	\$ 277.22	\$ 254.72
Washington Dental Service <i>Available under COBRA only</i>	► 2002	\$ 56.76	\$ 56.76	\$ 45.41
	2003	\$ 60.20	\$ 60.20	\$ 48.16



## Section 7: Life, AD&D and LTD Insurance

If you have life, accidental death and dismemberment (AD&D) or long term disability (LTD) insurance when you leave employment, coverage continues through the last day of the month you leave.

If you terminate employment with the county (but not if you retire or leave employment due to a disability), you may continue to pay the life insurance company directly for the basic and enhanced life insurance coverage you and your family members have on your last day of employment. You may continue your own coverage until you reach age 75 and, if you continue your own coverage, the coverage of a spouse or domestic partner until he/she is 65 and the coverage of a child until he/she is 19 (23 if solely dependent on you for support). The age-specific rates you pay for the continued coverage may be different from the rates paid by active employees.

AD&D and LTD insurance may also be converted to individual policies.

To convert life, AD&D or LTD to individual policies, you must contact the plan carriers and apply within 31 days of when your county coverage ends.

- ✓ **Task**    ☐ *If you wish to convert from group to individual policies, call and apply within 31 days of when your group coverage ends.*

<i>Life (Aetna)</i>	<i>1-800-826-7448</i>
<i>AD&amp;D (CIGNA)</i>	<i>1-800-441-1832 (1-800-336-2485 TDD)</i>
<i>LTD (CIGNA)</i>	<i>1-800-441-1832 (1-800-336-2485 TDD)</i>

## Section 8: Flexible Spending Accounts

### ► Health Care Flexible Spending Account

If you leave employment you may continue participating in your Health Care FSA (contributing to the account and requesting reimbursements) through the end of the calendar year as long as you elect to continue the FSA under COBRA. You have until March 31 of the following year to submit reimbursement requests for expenses incurred during the calendar year while under COBRA.

If you leave employment and do not continue your Health Care FSA under COBRA, your participation in your FSA ends the day you leave employment. You have until March 31 of the following year to submit reimbursement requests for expenses incurred through the date you leave.

### ► Dependent Care Flexible Spending Account

If you leave employment your participation in your Dependent Care FSA ends the day you leave employment. You have until March 31 of the following year to submit reimbursement requests for expenses incurred through the date you leave.

- ✓ **Task**    ☐ *If you have FSAs, contact AAI for more information before you leave at [flex@aai-tpa.com](mailto:flex@aai-tpa.com), 1-800-334-4340 (phone), 1-800-428-4833 (TDD) or 1-800-979-8987 (fax).*

## Section 9: State Retirement System

The Washington State Department of Retirement Systems is automatically notified by the King County payroll system when you leave employment, but you need to contact DRS 60 to 90 days before you leave. This allows DRS time to send you information about retirement contribution options and process the option you choose as soon as possible after you leave.

### ► If you retire

If you retire, ask DRS for:

- A schedule of their retirement planning seminars (DRS recommends attending a seminar two to five years before you retire, but it's never too late!)
- An estimate of your retirement benefits
- An application for retirement.

After you submit your application for retirement, DRS sends you a letter confirming its receipt. Then, shortly before you retire, DRS sends you another letter confirming your retirement benefit.

If you're a Transit employee, you'll need copies of your estimate of retirement benefits (or last DRS statement) and the DRS letter confirming receipt of your application to retire to apply for a retiree bus pass and cash out unused sick leave.

### ► If you leave employment but don't retire

Generally, if you leave King County employment but don't retire, you have three options:

- Leave your contributions in your DRS plan; you may be eligible for a retirement benefit in the future, depending on the rules of your plan.
- Transfer your funds directly from your plan to a qualified tax-deferred retirement account — like an IRA
- Withdraw your contributions (you'll need a withdrawal of retirement contributions form from DRS).

If you transfer or withdraw funds from your plan, you may restore your withdrawn contributions (with interest):

- When you return to employment with King County or another DRS-participating employer
- Within five years of your reinstatement or prior to retirement, whichever comes first.

(If you are a member of PERS 3, the rules for restoring withdrawn funds are different; refer to your member handbook or contact DRS.)

To withdraw retirement contributions, submit a withdrawal of retirement contributions form to DRS. It can take DRS 60 to 90 days after you leave to issue the check.

- ✓ **Tasks**
- ☐ *Contact DRS 60 to 90 days before you leave at [www.wa.gov/drs/member/index.htm](http://www.wa.gov/drs/member/index.htm), [recap@drs.wa.gov](mailto:recap@drs.wa.gov) or 1-800-547-6657.*
  - ☐ *If you're a member of the City of Seattle Retirement System, call 206-386-1292.*

## Section 10: Deferred Compensation

T. Rowe Price, King County's deferred compensation administrator, is automatically notified when you leave employment and sends you information explaining your deferred compensation options. You may withdraw your funds in a lump sum, partial lump sums, installments or an annuity; transfer them to another plan; or keep them in the King County plan. If you elect withdrawal and your balance is less than \$5,000 or the monthly payments you elect are less than \$100, the full account balance will be paid to you in a lump sum.

Designate your option on the forms included in the information T. Rowe Price sends. If you choose to withdraw your funds, you receive them within 60 days after you return the forms.

(To maximize your return on deferred compensation investments, planning before you leave employment is highly recommended. If you have time before leaving, attend one of King County's quarterly deferred compensation planning seminars. For details, check <http://www.metrokc.gov/ohrm/otherbenefits/dcsem.htm> or call 206-684-1678.)

- ✓ **Task**    ☐ *T. Rowe Price should contact you regarding your deferred compensation plan options within 60 days of when you leave, but if they don't, contact T. Row Price through their Web site, <http://rps.troweprice.com/kingcounty/retirementplan/index.html>, or call 1-888-457-5770.*

## Section 11: Other Things to Know and Do

### ► Affirmative Action Questionnaire

If you leave employment, please complete and return the Affirmative Action Questionnaire (page 13) to Diversity Management Services. Information gathered through the questionnaire helps King County monitor affirmative action efforts.

### ► Making Life Easier and Employee Assistance Programs

The Making Life Easier Program offers free and confidential personal counseling services (24 hours a day, seven days a week) to all benefit-eligible employees, dependent family members (whether home or away) and anyone living in your household:

- Up to eight personal counseling sessions with a professional counselor
- Advice for coping with the stress of transition
- Credit and legal consultation
- Mortgage assistance
- Child care resource and referral
- Mildly sick child care
- Adult and elder care.

If you are laid off, Making Life Easier Program services are available to you up to 60 days after you leave employment. Call 1-888-874-7290. Additional help is also available from the specially trained counselors of the Employee Assistance Program. Call 206-684-1556.

## ► Career and employment counseling

The Career and Employment Center in the King Street Center offers career counseling services at no charge — whether you stay with King County or leave:

- Reference and resource materials
- Internet access
- Skills assessment
- Resume writing
- Training for job searches, interviewing and using computers.

Contact the Career and Employment Center at [www.metrokc.gov/kcdot/jobs/center/](http://www.metrokc.gov/kcdot/jobs/center/) or 206-263-6484, or stop by the King Street Center location 9 a.m.-4 p.m. Monday through Friday.

## ► Dislocated Worker Program

If you are laid off, the King County Dislocated Worker Program offers resources and referrals to help find other employment. Program services include assessment, referral, training, career counseling and job search assistance. Services are available at WorkSource locations in Auburn, Bellevue, Renton, and Seattle (three locations).

Contact the Dislocated Worker Program at [www.metrokc.gov/dchs/csd/worktraining/dislocated.htm](http://www.metrokc.gov/dchs/csd/worktraining/dislocated.htm) or 206-205-3500.

## ► Unemployment insurance

If you leave employment with King County for reasons other than retirement, you may qualify for unemployment insurance. To find out, contact Washington State Employment Security at [www.wa.gov/esd/](http://www.wa.gov/esd/), 206-766-6000 (in Seattle) or 1-800-362-4636 (outside Seattle).

## ► Social Security

If you leave employment due to a disability or are 62 or older, contact the Social Security Administration regarding your eligibility for benefits. Contact the Social Security Administration before you leave at [www.ssa.gov](http://www.ssa.gov) or 1-800-772-1213.

# Affirmative Action Questionnaire

## Confidential



The information on this form is used for statistical reporting purposes. Names and specific incidents are not used to identify individuals unless approval is given in writing to do so. Please return this form to Diversity Management Services, Yesler Building YES-ES-0530, 400 Yesler Way, Seattle WA 98104-2683

Name \_\_\_\_\_ Race \_\_\_\_\_ Sex ☐ M ☐ F Disabled ☐ Yes ☐ No

Position \_\_\_\_\_ Dept \_\_\_\_\_ Div \_\_\_\_\_

Length of time position held \_\_\_\_\_ Length of time in career/civil service \_\_\_\_\_

Reason for leaving (if leaving for another job, state where) \_\_\_\_\_

Do you feel you were given adequate training to do your present job? \_\_\_\_\_

Do you feel King County provided opportunities to meet career development needs? \_\_\_\_\_

Do you feel you were given fair consideration for promotion within King County and your department? \_\_\_\_\_

Do you feel there was adequate support and acceptance demonstrated by coworkers? \_\_\_\_\_

By supervisors? \_\_\_\_\_

Do you feel there was adequate communication from upper-level management and supervisors to you and coworkers? \_\_\_\_\_

Would you work for King County or your department again or recommend King County employment to others? \_\_\_\_\_

Do you feel King County has made an affirmative effort to hire and promote women and minorities in all King County positions within your department and throughout King County employment?

Other comments you may wish to make \_\_\_\_\_

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_





King County

Benefits Operations

# Termination Notice

If your personnel unit does not have its own form for providing written notice, use this notice when you leave employment. Update your mailing address in the space provided if you're moving! Make three copies and:

- Give one to your supervisor
- Give one to your payroll clerk/personnel representative for payroll system data entry and delivery of your final paycheck and W-2 form.
- Mail or fax one to Benefits Operations to ensure COBRA/retiree benefits notification. The address is Exchange Building EXC-ES-0300, 821 Second Ave., Seattle WA 98104-1598. The fax number is 206-684-1925.

Last Name \_\_\_\_\_ First \_\_\_\_\_ MI \_\_\_\_\_

Social Security or Payroll ID Number \_\_\_\_\_

Paid ☐ 5<sup>th</sup> and 20<sup>th</sup> Each Month ☐ Every Other Thursday

Mailing address for final paycheck (unless other handling specified below), W-2 and COBRA/retiree benefits information ...

Street \_\_\_\_\_ Apt Number \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Don't mail final paycheck; instead \_\_\_\_\_

Home Phone (\_\_\_\_\_) \_\_\_\_\_ Other Phone (\_\_\_\_\_) \_\_\_\_\_

Home E-mail Address \_\_\_\_\_

Department \_\_\_\_\_ Division \_\_\_\_\_

Work Phone (\_\_\_\_\_) \_\_\_\_\_ Mail Stop \_\_\_\_\_

Last Day Worked (physically on job) \_\_\_\_\_

Last Day on Paid Status (confirm with your payroll clerk/personnel representative) \_\_\_\_\_

If on leave of absence after last day worked, check all that apply ☐ Paid Leave ☐ Unpaid Leave ☐ FMLA/KCFML  
☐ Other \_\_\_\_\_

I have formally applied for retirement ☐ Yes ☐ No

*The information I have provided is correct and complete. I understand I must return all county-owned property (bus pass/ photo ID/keycard, keys, cell phones, special equipment, etc.) in my possession by my last day at work.*

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

- ☐ Supervisor Copy
- ☐ Payroll Clerk/Personnel Representative Copy
- ☐ Benefits Operations Copy

